

## **ACCESS TO ELECTRONIC INFORMATION**

### **INTRODUCTION**

The Davis County Library offers access to electronic information sources to expand the range of tools available to citizens seeking to satisfy their information needs. Such resources include, but are not limited to, online databases and print or audiovisual resources in various formats. At the same time, the Library recognizes that electronic information sources are powerful and dynamic, and evolve quickly both in scope and content. The Library also recognizes that the nature of electronic information sources makes it extremely difficult to subject information accessed electronically to the same types and levels of scrutiny used to select traditional information sources and materials for the Library. Given that the information accessed at the Library does flow into a public space, through publicly-owned equipment, the Library recognizes its obligation to set limits on the use of these resources and to respond to issues related to their use within the context of other library policies, procedures and practices.

It is the intention of this policy to provide equitable access to electronic information sources to as many library users as possible while guaranteeing the security of Davis County and Davis County Library computer systems. It is also the intention of this policy to place the use of electronic information sources within the context of the Library's mission, its service goals and plans, its commitment to meeting the information needs of individual patrons, and its role as an agency of Davis County government.

In adopting these policies, the Davis County Library recognizes that access to electronic information is a field that evolves on an almost daily basis. Therefore, it is also recognized that the issues addressed in these policies may need to be revisited frequently as changes in technology, patron expectations and needs, software and relevant laws so dictate.

### **POLICIES**

1. Electronic information sources are intended to complement other library sources in providing in-depth reference and information services. Patrons may use these sources to locate, retrieve and print publicly-available information and to access proprietary databases which are purchased by the Library. The Library also permits some uses, which have become common options for users of the Internet although these uses are not directly related to traditional library services. However, bandwidth for uses within the category of "Games" may be limited, based on consultation with the Davis County Information Services Department, in order to assure adequate response time in the operation of the Internet throughout the system.

2. The Davis County Library has no direct control over the information accessed through the Internet. Therefore, each individual is responsible for the content of the searches he or she conducts, and parents are responsible for the use of the Internet by their minor children. However, the Library does take measures, based on legal guidance and within the limits of available technology and of administrative capacity, to restrict minors from accessing, and limit the opportunities for minors to be exposed to visual representations which may be child pornography, obscene or harmful to minors due to sexual content. These measures include the use of software intended to block access to these types of electronic visual depictions. Such software is installed on all Internet-accessible PCs used by the general public; however, such software is to be disabled or overridden by staff members upon request by an adult patron, except in the case of adults accessing the Internet in areas dedicated primarily to minors. Staff will also use guidelines established by the Library Director as a basis for monitoring visual media displayed in the library that may be harmful to minors. These Guidelines will be approved by the Library Board of Directors, and are available upon request.

Enforcement of these policies, consistent with the requirements of Utah Code Section 9-7-215 and State Rule 223-2, is based on the Guidelines approved by the Board and procedures defined by the Library defined by the Library Director. Methods of enforcement include but are not limited to patron education regarding policies, appropriate notification of patrons when violations occur, and limitation or suspension of privileges when violations are persistent. The Director will make the guidelines and procedures for enforcement of this policy available for public review at all branches. Patrons with concerns about this policy, the guidelines and procedures for its enforcement, or the staff's efforts to enforce the policy may direct verbal or written comments to the staff, the Branch Manager, the Director, or the Board of Directors. Response to any expressed concerns may be made verbally or in a letter from the Director or the Board of Directors, depending on the nature of the problem being addressed.

In undertaking this effort, the Library remains cognizant of and promotes the right of adults to access information and conduct inquiries with as few limitations as possible consistent with the Library's mission, its operation as a public space, and its goals and objectives.

3. Patrons may not use equipment owned by the Library or Davis County for purposes which are illegal. This includes but is not limited to gambling, accessing obscene materials, or displaying in the library materials which may be harmful to minors due to sexual content.

4. In accordance with Davis County policies the use of any software not owned by the Library is not permitted. Patrons are also prohibited from downloading files or computer programs on library-owned computers, and from creating personal folders, bookmarks, or system passwords of individualized files.
5. The Library may impose reasonable restrictions on the use of electronic information sources in order to facilitate equitable access by as many library users as possible, and employs software to assist in the orderly management of Internet access. These limitations are defined in “Patron Use of Electronic Information Sources” below.
6. This policy, as revised, is effective as of April 19, 2016. This policy will be formally reviewed in its entirety and readopted no later than July 1, 2019, in accordance with Utah State law.

### **PATRON USE OF ELECTRONIC INFORMATION SOURCES**

In order to facilitate use of the Library’s electronic information sources, and advance the Library’s interest in providing equitable access to these sources by as many library users as possible, while guaranteeing the security of the Davis County and Davis County Library computer systems, the following procedures will be followed:

1. Patrons will have the opportunity to read and review policies and procedures for electronic information sources, and will be presumed to have read and agreed to abide by them before proceeding to use such sources. Signage will also clearly indicate that a complete copy of the Library’s policies and Guidelines for acceptable use are available for review upon request.
2. The Library has established time limits for use of electronic information sources in accordance with demand. Patrons are limited to a maximum of three hours of Internet use on public PCs per day. This limitation applies whether use occurs in one or multiple branches and is user specific. Patrons may not use multiple library cards to secure additional use time beyond the three hour limit. Patrons are expected to abide by the time limits and to end their use of PCs once their allotted time has expired as directed by the staff. The Library employs software to assist staff in the orderly management of Internet access. All members of the public have access to the Internet whether or not they hold library cards from our library system.

3. Patrons may print from electronic information sources at a price-per-sheet equal to the amount charged for photocopies
4. Only staff members may load and unload electronic information sources. All sources, software and computer accessories loaded into library equipment will be owned by the Library or by Davis County. An exception may be made for accessories that prove either unsafe or impractical when provided to patrons, but that conform to all policies & guidelines regarding Library and Davis County computer systems.
5. The Library makes available to patrons additional equipment to be used in conjunction with Library owned computers. An enhancement to computer use, this equipment may include but is not limited to a trackball mouse and webcams with headsets.

Approved by Davis County Library Board, February 25, 1997; revised May 27, 1999; revised March 20, 2001; revised December 11, 2001; revised September 17, 2002; revised March 20, 2007; revised April 15, 2008; revised June 17, 2008; revised April 28, 2009; revised November 24, 2009; revised June 15, 2010; revised April 16, 2013; revised April 19, 2016.

## INTERNET SAFETY POLICY FOR MINORS

### **A. Introduction & Purpose**

The Davis County Library provides computer access to minors, including filtered access to the Internet. The Davis county Library participates in the federal E-Rate program. This program makes certain communications technology more affordable for eligible schools and libraries that are complying with the requirements of the Children's Internet Protection Act ("CIPA").

Davis County Library shall institute measures to: (a) prevent use access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the CIPA.

### **B. Definitions**

**1. Technology Protection Measure.** The term "technology protection measure" means a specific technology that blocks or filters internet access to visual depictions that are:

- a. Obscene, as that term is defined in 20 U.S.C. Section 9101;
- b. Child Pornography, as that term is defined in Section 76-5b-103 of the Utah Code; or
- c. Harmful to Minors, as that term is defined in Section 76-10-1201 of the Utah Code.

**2. Sexually Explicit Conduct.** The term "sexually explicit conduct" has the meaning given in Section 76-5b-103 of the Utah Code.

### **C. Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet – or other forms of electronic communications – access to inappropriate information. Specifically, filtering software shall be utilized to block visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors.

#### **D. Inappropriate Network Usage**

To the extent practical, Davis County Library shall take reasonable measures to promote the safety and security of users of the Davis County Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, Davis County Library shall work to prevent inappropriate network usage such as (a) unauthorized access, including so-called “hacking,” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Some measures the Davis County Library shall utilize, among others, include: (a) implementing filtering software to restrict access to material harmful to minors consistent with the requirements of Utah Code Section 9-7-215 and State Rule 223-2, and (b) posting of signs in the Libraries. The signs will inform patrons and minors of safe Internet practices and encourage all users to inform staff members or parents of inappropriate communications they may encounter during Internet sessions on the Library’s public Internet stations.

#### **E. Supervision and Monitoring**

To the extent practical, Davis County Library staff shall make reasonable efforts to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

Additionally, the Davis County Library encourages parents to supervise and monitor their minor children’s Internet sessions since filtering software may not be able to filter all information that may be harmful to minors. Some parents may deem that certain unfiltered materials are also unsuitable for their minor children.

The Davis County Library further encourages parents to discuss the use of the Internet with their minor children in relation to family values and boundaries.

#### **F. Adoption**

A public meeting for the purpose of discussing the proposed policy, Internet Safety for Minors, following normal public notice and comment, was held on May 24, 2011. This policy was approved by the Davis County Library Board of Directors on June 21, 2011.

This policy has been reviewed in its entirety and was reapproved by the Davis County Library Board of Directors on April 19, 2016 and is effective as of that date. This policy will be formally reviewed in its entirety and readopted no later than July 1, 2019, in accordance with Utah State Law.

Approved by the Davis County Library Board, June 21, 2011; revised April 16, 2013; revised April 19, 2016

## **INTERNET ACCESS THROUGH PERSONAL ELECTRONIC DEVICES**

The Davis County Library provides Internet access in branch libraries for patrons utilizing their personal electronic devices (laptops, PDAs, etc.). This access is through telecommunication connections provided by the Library. Accordingly patrons utilizing personal electronic devices must agree to comply with Library policies before conducting Internet searches. These policies restrict access to materials which are illegal or which introduce into the Library visual information that may be harmful to minors based upon definitions established in Utah State statutes. However, patrons utilizing personal electronic devices are permitted to access chat rooms and instant messaging services, and to play legal Internet-based games. Enforcement of Library policies for Internet access using personal electronic devices will be undertaken in accordance with established procedures defined in the "Guidelines for Appropriate Use of Electronic Information Sources."

As part of its policy enforcement procedures, access through personal electronic devices is filtered as to content utilizing the same software installed and settings established for this purpose on Internet-accessible PCs owned by the Library. Filtering software will not be disabled for users of personal electronic devices. Adult patrons requesting unfiltered access to the Internet will be directed to Library owned PCs on which filtering software will be disabled upon request, in accordance with Davis County Library policies and procedures.

Internet access through personal electronic devices will be provided only within branch buildings and in accordance with guidelines and procedures established by the Library Director.

Approved by the Davis County Library Board, June 22, 2004; renumbered May 24, 2011; revised August 20, 2013; April 19, 2016